

Historic, archived document

Do not assume content reflects current scientific knowledge, policies, or practices.

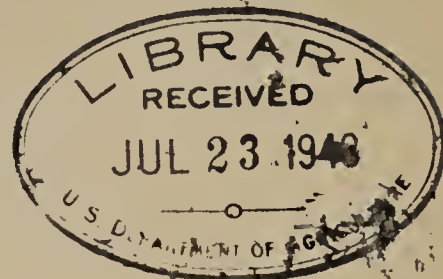
1
PG 57
Cop. 4
No. 3.

-13-

BUREAU OF PLANT INDUSTRY
ADMINISTRATIVE NOTES AND NEWS.

(Prepared under the direction of the Chief of Bureau).

Issued
January 20, 1912.



PUBLICATIONS.

The following letter will be of interest and should be noted by those in the Bureau who have anything to do with the sending out of publications:

(Copy)

Office of the Secretary.

Washington, December 27, 1911.

Referring to the report on publications of the Committee on Economy and Efficiency for the Department of Agriculture, and to the recommendations of the Committee, approved June 21, 1911, it is understood that the principles underlying that report are as follows:

1. The storage and mechanical distribution of all publications should be with the Division of Publications, excepting the small numbers of such publications now kept for office use and used in correspondence.

2. All strictly scientific and technical publications should be distributed by the Division of Publications only to lists and names authorized by the Chief of the issuing bureau or division, or by the Secretary; the Chief of the Division of Publications should notify a bureau when the Secretary orders out such publications, number sent, and to whom sent, including Congressional distribution under existing orders; provided that the authorization from the issuing bureau or division for the distribution shall be reasonably prompt, taking into consideration the character of the particular publication.

3. All requests for specific popular publications received by the bureaus or divisions should be referred to the Division of Publications without recommendation; all such requests received directly by the Division of Publications should be handled by that division without reference except in special cases.

4. All general requests for information, or for all publications on particular subjects or topics which are received by the bureaus or divisions should be referred to the Division of Publications with specific instructions as to the specific publications to be sent by that division; all such requests received directly by the Division of Publications should be referred to the proper bureau or division for instruction and return.

5. All requests for specific publications, technical in character, scientific, or not of popular interest, should follow the course outlined in No. 4.

6. The foregoing rules do not apply to Congressional distribution.

7. A system of simply exchange slips should be devised whereby the bureaus and divisions should be notified by the Division of Publications (a) when the supply of a particular publication is low, (b) when favorable or unfavorable action has been taken on a request for printing a manuscript sent in by a bureau or division or for re-printing a publication.

8. When a chief of a bureau or division sends in a request for the printing of a manuscript, he should recommend the total number of copies to be printed, and specifically indicate the number desired for Bureau lists; this request should not be conclusive upon the Chief of the Division of Publications, but should in all cases be presented to the Secretary with the indorsement or disapproval of the Chief of the Division of Publications in order that the Secretary may have full knowledge beforehand in deciding on the number of copies to be printed.

9. That with the return by any bureau or division to the Division of Publications of the last page proof of a publication the bureau or division should send mailing directions in order that delay in getting the publication out may be avoided.

(Signed) Jos. A. Arnold,

Chief Division of Publications

Approved

Geo. P. McCabe,

(Signed) James Wilson,

Chairman, Departmental Committee

Secretary of Agriculture. on Economy and Efficiency.

Attention is also called to a letter from the Chief of the Division of Publications requesting that the Bureau indicate, when submitting manuscripts, whether they are considered as scientific or technical in character. The Chief of the Bureau has instructed the Advisory Committee on Publications of the Bureau to make this indication hereafter on all manuscripts submitted by the Bureau for publication.

REQUESTS FOR SENDING PUBLICATIONS ABROAD.

- - -

In requesting that publications be sent to foreign addresses, (except to Canada, Cuba, and Mexico) to those persons entitled to receive them free under the provisions of General Order 146, the letter should be addressed to the Editor of the Bureau and in addition to the address and the publication asked for, should state that the person named is entitled to receive it because he is rendering tangible service to the Department.

AUTHORITY FOR MAKING PURCHASES.

- - -

It can not be too strongly called to the attention of employees

of the Bureau who make purchases under letters of authorization that there must be clear and sufficient authority contained in such letters to make such purchases if they are to be allowed when the expense account is submitted. This is a universal rule which should be strictly adhered to unless such officer or employee is desirous of suffering personal pecuniary loss.

PAYMENT OF AUTOMOBILE OR STAGE HIRE.

- - -

The following suggestions are offered for the guidance of those whose work necessitates the hiring of automobiles or other conveyances where more than one person is involved:

1. Where a letter of authorization is issued to one party and his assistants to incur expenses, if such assistants are employees of the Department each should render an account in his own name for expenses incurred and in such account, where the trip has involved the hiring of an automobile for the use of the leader and his assistants, such assistant should note the fact that the automobile hire has been paid by the leader or person under whose letter of authorization he is traveling. This should be done whether the cost of the automobile was so much for the trip or so much for each passenger.

2. Where two or more employees are traveling together, independent of each other, but whose expenses are paid out of the same appropriations, then in the event that an automobile or other conveyance is hired regardless of the number of passengers, one of them should pay the entire charge for the trip, but on the sub-voucher he should show the names of all those who took the trip, and the others should note in their accounts that the cost of the automobile for the trip was paid by----- (The one who pays the expense).

3. Where, however, two or more employees are traveling together, whose expenses are paid from different appropriations and an automobile or other conveyance is hired then separate sub-vouchers should be secured by each for his proportionate amount of the expense.

BILLS OF LADING.

- - -

All shipments of freight that is the property of, and the charges on same are payable by this Department should be covered by Government bills of lading, either Departmental or Quartermaster's.

Requests for bills of lading should be made to the Chief of the Division of Accounts and Disbursements, and such requests should plainly show the following: Original point of shipment, name of consigner, and destination. Articles to be shipped should in all cases be given their commercial names. Articles that take one



classification should not be packed with articles taking another classification. All boxes, packages, bundles, barrels, crates, etc., should be plainly marked, and where a shipment consists of more than one box, package, bundle, barrel, or crate that take different classifications, the weight of each should be given on the bill of lading.

All freight shipments to the Department at Washington, D. C., must be plainly marked "Chief of Supply Division, Department of Agriculture, Washington, D. C.," and bills of lading covering such shipments should be made to that officer.

All freight shipments of this Department made from Washington to points outside will be made by the Chief of the Supply Division, who will mail the bills of lading covering the shipment to the consignee.

Freight charges on all shipments made by the Department of Agriculture will be paid by the Chief of the Division of Accounts and Disbursements, Washington, D. C., and all bills should be rendered to him.

On freight shipments of property purchased f. o. b. at point of shipment, bills of lading to cover should be sent to the person, firm, company, or corporation from whom purchased, with full shipping directions.

Where shipments are made by employees in the field, the consignor will make out bill of lading in accordance with the above and send same immediately to the consignee, the memorandum bill of lading to the Chief, Division of Accounts; the shipping order remains in the possession of the initial carrier. Upon receipt of the shipment the consignee will sign the certificate of delivery, give date of receipt of shipment, fill in the weight of same, and surrender the bill of lading to the Agent of the last carrier in lieu of cash payment. If there should be any loss or damage to the shipment, same should be stated on the reverse side of the bill of lading in the place provided for that purpose, giving a detailed explanation thereof, and should be signed by the consignee.

TRANSPORTATION REQUESTS FOR PULLMAN ACCOMODATIONS SHOULD
BE DRAWN IN FAVOR OF THE PULLMAN COMPANY.

(COPY)

December 5, 1911.

Dr. B. T. Galloway,

Chief, Bureau of Plant Industry.

Sir:

Please note attached letter of Mr. Wingfield, Auditor of Passenger Accounts, Southern Railway Company, and kindly advise all employees of your Bureau to draw transportation requests for Pullman accommodations in favor of the Pullman Company instead of in favor of railroad companies.

Very respectfully,

(Signed) A. Zappone,

Chief of Division.

(Copy of Inclosure)

Washington, D. C., Dec. 4, 1911.

Mr. A. Zappone, Chief,
Division of Accounts and Disbursing Clerk,
U. S. Department of Agriculture.

Dear Sir:

I have before me request No. 144,690, issued by your Department July 1, 1911, drawn in favor of the Southern Railway Company for Pullman transportation from Morristown to Nashville, Tenn.

* * * * * which has been forwarded to me by Mr. L. M. Bradish, A. R., of the Pullman Company, Chicago, with request that this company waive claim for value of Pullman transportation furnished.

We have had several orders forwarded us by the Pullman Co. requesting waiver account of order drawn in our favor instead of theirs, and I trust you will see that future orders for Pullman transportation are drawn direct on the Pullman Company, and oblige,

Yours truly,

(Signed) J. J. Wingfield,

Auditor of Passenger Accounts.

IMPROVEMENTS AT FIELD STATIONS.

An inventory has just been completed showing the improvements which have been made at the expense of the Bureau at the various field stations operated by it, including buildings, greenhouses, fences, etc. Hereafter an inventory of such improvements will be called for each year at the time the regular inventory of supplies, furniture. Special forms have been prepared for the purpose. A copy of the inventory is on file in the Property room and may be consulted at any time.

PURCHASE AND REPAIR OF BICYCLES AND MOTOR CYCLES FOR USE IN THE DISTRICT OF COLUMBIA PROHIBITED.

In a Decision by the Comptroller, dated July 12, 1911, in reply to an inquiry by the Secretary of the Interior as to whether it was proper and allowable to purchase and repair bicycles and motor cycles out of the fund for Contingent Expenses for that Department under the authority contained in Section 4, Act of Feb. 3, 1905, 33 Stat., p. 687, which reads, in part:

"No part of any money appropriated by this or any other act shall be used for purchasing, maintaining, driving, or operating any carriage or vehicle (other than those for the use of the President of the United States, the heads of the Executive Departments and the Secretary to the President, and other than those used for the transportation of property belonging to or in the custody of the United States), for the personal or official use of any officer or employee of any of the Executive Departments or other Government establishments at Washington, District of Columbia, unless the same shall be specifically authorized by law or provided for in terms by



appropriation of money, and all such carriages and vehicles so procured and used for official purposes shall have conspicuously painted thereon at all times the full name of the Executive Department or other branch of the public service to which the same belong and in the service of which the same are used."

The Comptroller said:

"Sections 1 and 4, Revised Statutes, provide that: of

'In determining the meaning of the revised statutes, or any act or resolution of Congress passed subsequent to February twenty-fifth, eighteen hundred and seventy-one x x x the word "vehicle" includes every description of carriage or other artificial contrivance used, or capable of being used, as a means of transportation on land.'

"It is presumed that Congress had these provisions in mind when framing the act of February 3, 1905, supra, prohibiting the use of any money appropriated by Congress for x x x "maintaining, * * * * any vehicle * * * other than those used for the transportation of property belonging to or in the custody of the United States, unless the same shall be specifically authorized by law or provided for in terms by appropriation of moneys * * * ."

Bicycles and motorcycles are vehicles within the meaning of the foregoing enactments, but if they are primarily used for transportation of property belonging to or in the custody of the United States, then they would seem to be excepted, to that extent, from the operations of the act of February 3, 1905, supra, and their purchase and maintenance would be permissible provided there is an appropriation available for that purpose. However, I am not at present advised or aware of any available appropriation under your control.

The appropriation for "Contingent Expenses, Department of the Interior, 1911," contains no provision which would authorize either the purchase or maintenance of bicycles or motor cycles as a means of transportation. The only provision therein for the means of transportation is found in the words "horses" and "wagons."

These vehicles are neither "horses" or "wagons" and you are therefore advised that the use of the appropriation for "Contingent Expenses, Department of the Interior, 1911," for the repair or maintenance of same, is not authorized."

The appropriation for "Contingent Expenses" of the Department of Agriculture contains the following clause: "for the purchase, subsistence, and care of horses and the purchase and repair of harness and vehicles, for official purposes only;", which gives authority under the above decision to repair bicycles and motorcycles, but the Bureau of Plant Industry has no authority under the law to incur expenses of this character to be paid out of its appropriation. In necessary cases the Chief of the Division of Accounts has permitted repairs to be paid for out of Contingent Expenses."

TRAINING NECESSARY FOR SCIENTIFIC WORK.

(Extract from a memorandum submitted to the Chief of the Bureau by the Chairman of the Committee on Scientific Promotions, relative to clerks in the Bureau taking scientific examinations)

"The Committee is of the opinion that the information gained by a clerk properly performing his or her duties in this Bureau would be likely to be too inadequate and one-sided to come up to the standard expected of scientific assistants in the Bureau. If, however, such a clerk took an outside course, employing evenings and vacations for that purpose and so gained the necessary information and the proper college credentials, it would entitle him to the same consideration as an outsider, provided the examinations were in every way satisfactory.

"The Committee is of the opinion that where a clerk contemplates taking one of these scientific examinations, he or she should be required to give notice in advance, say six months or a year. This will permit of such arrangements being made as will free everybody concerned from any criticism. It seems to the Committee that it should be a matter of indifference how the necessary training is obtained, provided it is really adequate, and it feels that it might be a mistake to strictly insist that all applicants for examination as scientific assistants should have a college education and hold a college degree."

